

POSITION DESCRIPTION (Please Read Instruction On The Back)

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Re-establishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Tupelo, MS		5. Duty Station Port Gibson, MS		1. Agency Position No. 5575- M000081	
(Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Executive SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1. Non Sensitive <input type="checkbox"/> 3. Critical Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 4. Special Sensitive	
								13. Competitive Level Code	
								14. Agency Use	


15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Secondary Level Review						
d. First Level Review	MAINTENANCE MECHANIC(LEADER)	XA	4749	09		
e. Recommended by Supervisor or Initiating Office	MAINTENANCE MECHANIC(LEADER)	XA	4749	09		

16. Organizational Title of Position (If different from official title)	17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment Department of Interior		c. Third Subdivision Natchez Trace Parkway	
a. First Subdivision National Park Service		d. Fourth Subdivision Division of Facilities Management	
b. Second Subdivision Southeast Region		e. Fifth Subdivision	

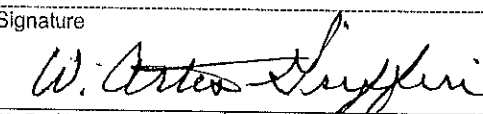
19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Official Taking Action John R. Rawson Chief, Division of Facilities Management		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date 02-09-04	Signature	Date
			

21. Classification/Job Grading Certification I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
 FWS JGS Maintenance Mechanic 4749 dated 5/74
 FWS JGS Eng Equip Operator 5716 dated 1/69
 FWS JGS Carpenter 4607 dated 4/91, Welder 3703 dated 5/74
 FWS JGS Plumber 4206 dated 3/69, Painter 4102 dated 11/69
 FWS JGS Electrician 2805 dated 6/89

Typed Name and Title of Official Taking Action W. Artis Griffin Human Resources Officer		Information for Employees The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FSLA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature	Date 02-09-04		
			

23. Position	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

25. Description of Major Duties and Responsibilities (See Attached)

MAINTENANCE MECHANIC (LEADER)

WG-4749-09

INTRODUCTION:

This position performs mixed duties of a general nature necessary for the proper operation and maintenance of buildings, signs, equipment, grounds, roads, trails, utilities and other Parkway facilities in the assigned district. This is a designated drug testing position.

Leader Duties:

Performs as a leader of other lower graded employees within the same Duty Station. Assigns work to other employees on a daily basis. Provides leadership and technical guidance to lower graded personnel in the operation and maintenance of the Parkway. This at times will consist of training new employees on proper methods and techniques. Assists the District Maintenance Mechanic Supervisor in the performance evaluation process of lower graded employees within the Duty Station. As a working leader, the leadership duties are performed concurrently with the General Trade duties of the position.

MAJOR DUTIES:

Carries out assigned tasks in accordance with the Performance Work Statement and the Quality Control Plan. Takes personal responsibility for meeting standards and quality measures. Assists in monitoring and reporting of results. Performs the following tasks as indicated:

Carpentry - 15%

Performs finished carpentry work, making alterations to existing buildings, repairing and altering doors and windows, constructing, altering and repairing interior and exterior trim; repairs and installs roofs, repairs or replaces sheathing boards, beams and joists; fabricates wooden signs.

Plumbing - 15%

Inspects, repairs, and maintains existing water and sewage systems, installs water lines and sewer lines. Installs supply lines, water closets, sinks, urinals, water heaters,

valves, pressure reducers, and flush valves. Installs plumbing fixtures and repairs water leaks.

Painting 10%:

Prepares surfaces, removing old covering and foreign matter by applying prepared cleaning and solvent compounds, burning, steam cleaning, scraping, smoothing, shaping, and building surfaces to appropriate shape and evenness. Applies coating materials such as paint and varnish to a variety of surfaces, both interior and exterior, mixing and thinning, matching existing colors and applying for a smooth, finished appearance.

Electrical and Mechanical- 10%

Repairs broken or frayed wiring. Repairs/replaces mechanical components of electrical appliances, lighting, and other standard equipment such as switches, plugs, etc. Work involves single phase, 220 and three phase circuits; makes simple tests to assure satisfactory results. Performs maintenance and repairs to large heating and air conditioning systems as well as residential sized units.

Welding - 10%

Performs welding work to repair and/or install signs and signposts. Performs welding to repair the frame and/or body of equipment. Operates various electric resistance welding machines such as spot, seam, and flash, or uses a manual gas torch welding process such as oxyacetylene to join a variety of different kinds of parts or components. Determines the welding techniques and machine settings to be used, assembles and sets up the parts such as resistance welding control charts, specifications, following accepted shop practices, and oral or written instructions from the supervisor.

Operates, Maintains and Repairs Equipment- 35%

Operates, services, and repairs equipment. Operates 55-80 horsepower tractors with mowers or other equipment. Operates bulldozer, motor grader, excavator, or front-end loader in clearing or earth moving work (primarily rough and some finished grading in connection with maintenance or new construction). Drives trucks with gross vehicle weight of 32,000 GVW and over. Maintains equipment by lubricating,

servicing, cleaning, installing, and making adjustments and repairs (repairs may include components such as clutches, transmissions, and engines).

Other - 5%

Maintains records of gas and oil consumption and daily records on vehicle and equipment use. Gather, prepare, and provide Facility Management Software System and asset data; and assist with inspection of facilities. Operates chain saws, and other types of lawn and garden equipment.

On occasions may serve as the Acting Maintenance Mechanic Supervisor and be responsible for the day-to-day operations during those times.

FACTORS

Skills, Knowledge, and Ability Required

Ability to lead and train others in the performance of maintenance-related work.

Skill in the application and use of accepted trade methods, techniques, equipment, and tools related to carpentry, plumbing, painting, welding, electrical, mechanical and equipment mechanics.

Skill and knowledge to maintain roads, trails, grounds and cultural landscapes in accordance with NPS Standards.

Skill and knowledge in the maintenance of buildings and related equipment including culturally significant resources.

Skill and knowledge to operate and maintain water and sewerage systems as needed in respective district in accordance with federal, state, and local requirements.

Ability to read and interpret plans, specifications, blueprints, and other technical guides or manuals.

Skill in planning and laying out work and work projects and the ability to use shop math to perform routine calculations such as computing arcs and circles.

Skill in the safe operation of motor vehicles, heavy equipment, and small outboard powered vessels used in

servicing navigational aids within the district where applicable.

Knowledge of Federal small purchasing procedures.

Skill and knowledge in the operation of personal computer equipment and related software used in communication, purchasing, researching, and planning.

Skill in communicating clearly and effectively both orally and in writing.

In addition to the above qualifications, the individual must have or be able to obtain and maintain a Class A commercial drivers license in the state of residence, all required water and waste water certifications and licenses necessary to operate District facilities, and vessel operator certification to meet local, state, and federal requirements in districts where navigational aids are serviced by boat. If the individual fails to obtain the required certifications and licenses within a period of one year from the date of employment, or fails to maintain them thereafter, he/she will be subject to removal from the position.

Responsibility

The Mechanic Leader is responsible for leading others in the accomplishment of the overall maintenance work of the District. The supervisor makes assignments orally and through work orders, plans, and blueprints. Incumbent is expected to work independently to complete most assignments. He/She is expected to refer electrical or equipment problems beyond his or her capabilities to his or her supervisor so that assistance can be provided. Finished projects are reviewed for conformance with accepted trade standards.

Physical Effort

Duties require considerable standing, stooping, bending, kneeling, stretching, lifting, and arm movement. Incumbent is required to lift and carry heavy objects in excess of 50 pounds. Seek assistance when lifting more than 50 pounds. Heavy physical exertion is required when performing the majority of the manual tasks of the position.

Working Conditions

Works inside and outside, subject to heat, cold, high humidity, dirt, dust, noise and fumes.